

**Department of Law and Public Safety**  
**Division of Criminal Justice**

Notice of Availability of Funds

Take notice that, in compliance with N.J.S.A. 52:14-34.4, the Division of Criminal (DCJ) announces the availability of the following grant program funds:

**a. Name of the Program:** Governor's Grant-in-Aid Program. This program is supported by the Budget Appropriation Addressing Violence Against Women.

**b. Purpose:** The purpose of this grant program is to develop, continue or expand services to victims of domestic violence and/or sexual assault and their families.

**c. Available funding:** A total of \$1,547,175 will be available to support this program. Funds for this program are derived from the Budget Appropriation Addressing Violence Against Women. Funds will be awarded on a competitive basis. Geographic distribution, types and levels of services will be taken into account in the selection of projects. Consideration may be given to projects not currently receiving federal grant funding administered by the State Office of Victim Witness Advocacy. Applicants may apply for a maximum of \$50,000 in a twelve (12) month grant period. Future funding shall not be anticipated beyond the grant period. Only one application per project will be accepted. No match will be required for this grant program.

**d. Organizations which may apply for funding under this program:** Private, nonprofit organizations which provide victim services to women and their families and are organized under Title 15A of the New Jersey Revised Statutes or otherwise qualified for nonprofit tax exemption under the Internal Revenue Code 26 U.S.C. Section 501(c)(3) and public agencies which provide victim services to women and their families and are not part of a law enforcement agency or prosecutor's office are eligible to apply.

**e. Qualifications needed by an applicant to be considered for funding:** Applicants must be in good standing with all State and Federal agencies with which they have had an existing grant or contractual relationship. Where appropriate, all applicants must hold current State licenses and certifications.

Charitable organizations and professional fund raisers based, operating or soliciting within New Jersey must register with the Division of Consumer Affairs Charities Registration Section unless specifically exempted under the provisions of the Charitable Registration and Investigation Act, N.J.S.A. 45:17A-18 et seq. Proof of charity registration compliance or proof of exemption shall be submitted to the State Office of Victim Witness Advocacy with the organization's application.

The Federal Accountability and Transparency Act (FFATA) of 2006 requires the use of the Data Universal Numbering System (DUNS) and Central Contractor Registration (CCR) as unique identifiers for each entity receiving a federal award or subaward. Applications without a completed FFATA Form, including current DUNS number(s) and CCR registration, will be incomplete.

To be considered for funding, an eligible applicant must file a completed application, in accordance with the requirements of the program, by the submission deadline. The following scored components must be included in the application:

*1. Agency background, mission, experience and capability. 10 points*

Describe in detail the agency's mission, background and experience as it relates to the purpose and objectives of the proposed project. Explain the agency's understanding and capability to carry out the project based on demonstrated experience in providing victim services to the target population. Public agencies must cite their statutory and/or local governing authority.

*2. Problem Statement/Needs Assessment. 15 points*

Identify the specific problem(s), target population and geographic area that the proposed project will

address. Describe the needs and characteristics of the target population; local needs and conditions; describe existing services and identify gaps and/or barriers in services. Include statistics and relevant facts to substantiate the need and selection of the proposed project.

*3. Goals, Objectives and Methods. 30 points*

Specify clear, realistic goals for the proposed project. Identify objectives that are concise, measurable and clearly relate to the goals, problem statement/needs assessment and target population. Measurable objectives shall include, but not be limited to, the level of service to be provided. Describe in detail the project's approach or strategy for attaining each objective. Complete a project work plan which includes each objective along with the major activities, responsible staff and feasible time frames for each objective and activity.

*4. Partnership, Collaboration or Coordination of Services. 10 points*

Partnerships, collaboration and/or coordination of services are strongly encouraged for all projects. Describe the agency's partnership and/or coalition building strategy. Applications for projects which require coordination of services among two or more agencies must contain a signed affiliation agreement. An affiliation agreement must define roles, responsibilities, referral mechanisms, collaboration and coordination efforts necessary for successful implementation of the project and must be signed by all affiliating agencies. At least three letters of support for the specific project must be included with the application. Applicants are encouraged to have one letter of support from the County Prosecutor's Office of Victim Witness Advocacy.

*5. Project Management and Staff. 10 points*

Identify project management and staff. Describe how personnel are uniquely qualified to manage and implement the project. Provide current resumes along with job descriptions that describe the title, responsibilities, education and experience for each position for whom the grant or matching

funds are requested. State if the position is full-time or part-time, the number of hours and percentage of time devoted to the project. Indicate if you will use existing staff or if you will recruit new staff for each position requested in the budget. Public agencies can not use grant funds to supplant State and Federal funds otherwise available for crime victim services.

*6. Data Collection/Performance Measures/Evaluation. 10 points*

List data that will be collected. Describe the methods that will be used to measure the progress and assess the impact of the project. (Subgrantees will be required to collect and report specific data relating to their project to DCJ). Client feedback is strongly encouraged; if measurement does not include client feedback, an explanation must be provided.

*7. Budget and Budget Narrative. 15 points*

Provide detailed narrative justification for the funds requested and identified by Budget Category itemized on the Budget Detail Forms. Costs must be specific and tied to the project objectives. Applicants should refer to the Program Guidebook for a description of budget categories and allowable expenses.

**f. Procedures for eligible organizations to apply:** Application packages are available by contacting the Division of Criminal Justice, State Office of Victim Witness Advocacy at (609) 292-6766 or on the website at [www.njvw.org](http://www.njvw.org). Applicants must complete and submit one original and two copies of the Governor's Grant-in-Aid Program application by the submission deadline. Applications that do not comply with the requirements of this Notice of Availability of Funds or the Program Guidebook will not be considered. The Division of Criminal Justice reserves the right to decline any and all applications for funding and to award grants in amounts that may be other than requested. Agencies previously funded are not guaranteed continued funding nor funding at previous levels. The submitted application may be subject to disclosure pursuant to the Open Public

Records Act, N J S A 47:1A-1 et seq.

**g. Address of the State agency receiving the application:**

Heddy Levine-Sabol, Acting Chief  
State Office of Victim Witness Advocacy  
Division of Criminal Justice  
Richard J. Hughes Justice Complex  
25 Market Street  
P.O. Box 085  
Trenton, New Jersey 08625-0085

**h. Deadline by which applications must be submitted:** Applications must be completed and filed before 4:00 pm on Monday, April 27, 2009. Facsimiles or electronic mail will not be accepted.

**i. Date by which notices shall be mailed of approval or disapproval of applications:** All applicants will be notified in writing on or about June 8, 2009, as to whether or not the agency's proposed project will be funded.

---

Deborah L. Gramiccioni, Director  
Division of Criminal Justice

---

Date